

4-2229  
LIBRARY  
INSTITUTE OF MANAGEMENT  
OCT 2 1988  
RUTGERS UNIVERSITY

ADOPTED NEGOTIATIONS

AGREEMENT

BETWEEN

HARDYSTON TOWNSHIP EDUCATION ASSOCIATION

AND

HARDYSTON TOWNSHIP BOARD OF EDUCATION

1987/88 - 1988/89 SCHOOL YEAR

X July 1, 1988 June 30, 1989

## TABLE OF CONTENTS

ARTICLE I	Recognition
ARTICLE II	Negotiation Procedure
ARTICLE III	Grievance Procedure
ARTICLE IV	Association Rights and Privileges
ARTICLE V	Teaching Hours and Teaching Load
ARTICLE VI	-
ARTICLE VII	Substitutes
ARTICLE VIII	Non-Teaching Duties
ARTICLE IX	Teacher Employment
ARTICLE X	Salaries
ARTICLE XI	Teacher Assignment
ARTICLE XII	Voluntary Transfer and Reassignments
ARTICLE XIII	Involuntary Transfer and Reassignments
ARTICLE XIV	Promotions
ARTICLE XV	Teacher Evaluation
ARTICLE XVI	Teacher Facilities
ARTICLE XVII	Teacher-Administration Liaison
ARTICLE XVIII	Sick Leave
ARTICLE XIX	Temporary Leaves of Absence
ARTICLE XX	Extended Leaves of Absence
ARTICLE XXI	Sabbatical Leaves
ARTICLE XXII	Protection of Teachers, students and Property
ARTICLE XXIII	Maintenance of Classroom Control & Discipline
ARTICLE XXIV	Personal and Academic Freedom

ARTICLE XXV	Books and Other Instructional Materials and Supplies
ARTICLE XXVI	Deductions from Salary
ARTICLE XXVII	Miscellaneous Provisions
ARTICLE XXVIII	Duration of Agreement
ARTICLE XXIX	Non-professional Employer Provisions
ARTICLE XXX	Required Evening Activities
ARTICLE XXXI	Fringe Benefits
ARTICLE XXXII	Length of School Day/Year
ARTICLE XXXIII	Teacher's Salary Guide
ARTICLE XXXIV	Longevity Clause
ARTICLE XXXV	Secretaries Salary Guide - 12 month Secretaries
ARTICLE XXXVI	Benefits and working conditions
ARTICLE XXXVII	Custodian's Salary Guide
ARTICLE XXXVIII	Custodian's Benefits and Working Conditions
ARTICLE XXXIX	Extra-Curricular Compensation

## ARTICLE 1

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation, concerning the terms and conditions of employment for personnel by their choice, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board including:

PROFESSIONAL

all certified  
teaching personnel,  
nurse, librarian

NON PROFESSIONAL

secretaries/aide  
custodians/maintenance

But excluding:

Superintendent

Principal

Executive Secretary

- B. Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers. Article XXIX of this agreement shall refer to those non-professional employees.

ARTICLE II  
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than December 1 of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and the Association.
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board may grant any reasonable request of the Association for inspection of public record data and information of the Hardyston Township School District.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually acknowledge that their representatives have been directed to make proposals, consider proposals and make counterproposals in the course of negotiations. Any item so negotiated must receive majority endorsement by both parties prior to presentation for final adoption.

D. 1. Representatives of the Board and the Association's negotiating committee may meet at any mutually agreeable time for the purpose of reviewing the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

2. Representatives of the negotiation committee of each party shall submit to the other prior to the meeting an agenda covering matters they wish to discuss.

3. All meetings between the parties shall take place when the teachers involved are free from assigned instructional responsibilities, unless otherwise agreed.

E. All terms and conditions of employment shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

F. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations:

a) to direct employees of the school district

b) to hire, promote, transfer, assign and retain employees in positions in the school district and for just cause to suspend, demote, discharge or take other disciplinary action against employees.

c) to relieve employees from duty for lack of work or for other legitimate reasons.

d) to maintain efficiency of the school districts operations entrusted to them.

e) to determine the methods, means and personnel by which such operations are to be conducted: however the Board will not deny the Association their right of negotiating the terms and conditions of employment.

f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency. In exercise of its discretionary authority as aforesaid, the Board reserves the right to implement the decisions and shall be obligated to negotiate those items affecting terms and conditions of employment.

G. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.

H. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

- I. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.



## ARTICLE III

GRIEVANCE PROCEDUREA. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a grievance. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with terms of this Agreement.

C. Procedure

1. Grievance shall be processed as rapidly as possible. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. "In any case, a time limit of 30 working days" is to exist for the filing of a grievance. The 30 day limitation will commence at the time of the action or alleged action for creating the grievance or when the aggrieved person could reasonably have expected to become aware of the action, whichever is sooner. If the grievance is filed after 30 working days it will not be recognized.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One

An employee with a grievance shall first discuss it with the Superintendent, either directly or through the Association's designated Representative, with the objective of resolving the matter informally within twenty school days.

#### 4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chairman of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented whichever is sooner. Within five (5) days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Superintendent.

#### 5. Level Three

(a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Chairman of the PR&R Committee submit his grievance to the grievance committee of the Board. If the PR&R Committee determines that the grievance is meritorious, it may submit the grievance to the grievance committee of the Board within fifteen (15) school days after receipt of a request by the aggrieved person.

(b) Within ten (10) school days after receipt of written notice of the grievance, the grievance committee of the Board shall meet with the PR&R Committee to attempt resolution of the grievance.

(c) Within ten (10) school days if no solution is rendered under the provisions of item "B", the PR&R Committee will meet with the entire Board.

(d) If no solution is reached under "C" the parties expressly agree that the resolution of the conflict shall be at the sole discretion of the Board.

D. Rights of Teachers to Representation

1. Any party in interest may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the PR&R Committee or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgment of the PR&R Committee, a grievance affects a group or class of teachers, the PR&R Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level One. The PR&R Committee may process such a grievance through all levels of the grievance procedure.

2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefor; and shall be transmitted promptly to all parties in interest and to the Chairman of the PR&R Committee. Decisions rendered at Level Three shall be in accordance with the procedures set forth in this Article.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests, all such information that is considered public information and which is available to the general public.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings he shall suffer no loss in pay.
- C. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times in accordance with Board Policy provided that this shall not interfere with or interrupt normal school operations and providing this business encompass only the Association as defined in this Agreement.
- D. The Association and its representatives may have the privilege of using school buildings at all reasonable hours for meetings if available.
- E. The Association may have the privilege to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies except as otherwise provided in this agreement.

- F. The Association shall have the privilege of using an intra-school mail facility in regard to Association Business providing it does not interfere with normal administration functioning.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other organization.

ARTICLE V  
TEACHING HOURS AND TEACHING LOAD

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. However, the professional staff will be required to sign an attendance sheet upon entering the building in the morning.
2. The arrival and departure time for all teachers, shall be designated in Article XXXII, however, their total in-school workday shall consist of not more than (7) hours and fifteen (15) minutes which shall include a duty-free lunch period as guaranteed to teachers under Section C of this Article.
3. Teachers not on any duty are permitted to leave after the last regular bus departs, depending on whether the teacher has conferences or meetings as defined in section D-1 of this Article.
4. Any teacher wishing to supervise a field trip may not be compensated for same unless compensation is agreed by the Board. The concepts and plans for those trips shall be approved by the Board before the trip is made available to the participants.
- B. The daily teaching load in the self-contained classrooms and the departmentalized area shall not exceed six (6) hours of pupil contact.



Teaching hours and teaching load

- C. 1. Teachers shall have a daily duty-free lunch period of at least the following lengths:
- a. Self-contained area - thirty (30) minutes
  - b. Departmentalized areas - thirty (30) minutes
2. Upon notifying the office, teachers may leave the building during their scheduled duty-free lunch periods.
3. Each teacher shall have a minimum of five (5) periods per week for preparation of instructional materials for their classroom activities.

Teachers will not be asked to cover other classes during this time except in those emergencies when it is not feasible for the administration to rearrange the extra-duty schedule of other staff members because doing so would severely impact the educational process.

- D. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation for the purpose of attending faculty or other professional meetings for reasonable purposes, such as Child Study Team Meetings. Such meetings shall begin no later than ten minutes after the student dismissal time and shall end by 4:00 PM except in emergencies or when an extension is mutually agreed upon in order to conclude the current topic of discussion.

Except in emergencies there shall be: 1) no meetings on a Friday or <sup>7</sup>on the day before a vacation and 2) at least a two-day notice shall be given for all meetings, including 'CST' meetings.

### Teaching hours and teaching load

2. An association representative may speak to the teachers at any meeting referred to in paragraph 1 above for at least fifteen minutes on the request of the representative when the purpose is relevant to the topic under discussion.

- E. Exceptions to the provisions of Sections A, B, C above may be made only in cases of emergency as determined by the Superintendent. The Association shall be notified in each such instance in advance if possible. A disagreement over whether an exception is justified shall be initiated at Level One of grievance procedure.
- F. Teacher participation in extra-curricular activities if requested by the administration shall be compensated according to the rate of pay as noted in the Extra Curricular Compensation Guide Article XXXIX.
- G. Teachers shall not be required to participate in any evening activities other than those specified in Article XXX without compensation.
- H. 1. On those school days when evening conferences are scheduled, school will be dismissed early, at a time to be determined by the Board of Education and announced in September of the school year.
2. On the conference evening, teachers may leave either at 8:00 p.m. or immediately following their last conference, whichever comes later.

ARTICLE VI

Omit

## SUBSTITUTES

7.1

### ARTICLE VII

- A. Positions which are vacant because teachers are temporarily absent or on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of Examiners.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers must call a telephone answering service at a reasonable hour no later than 7:00 a.m. of that day to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute.

## NON-TEACHING DUTIES

## ARTICLE VIII

## A. The Board agrees as follows:

1. Teachers shall not be required to perform the following duties:
  - a. Non-professional assignments, including but not limited to milk distribution
  - b. Collection of money from students
  - c. Duplicating instructional and other material, keeping registers and other clerical and/or custodial functions, except those necessary for maintenance of grades and recording student progress reports.
2. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily after notification to the administration, and with no compensation for mileage. If a teacher does so voluntarily with the advance approval of his/her administrator, he/she shall be compensated at a rate per mile, to be established by the Board, for the use of his own car. (minimum \$.20 per mile) /
3. There shall be one cafeteria aide to help the teacher on cafeteria duty supervise the students.
4. Non-teaching duty schedules for the staff shall be rotated by the administration in such a way that no one will have more than two weeks of consecutive duty.
5. It is recognized by both parties that certain emergency situations may occur where administration determinations may be employed to continue the operation of the school in an efficient manner.

ARTICLE IX  
TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his proper step of the salary schedule at the beginning of each school year.
- B. Teachers with previous teaching experience in the Hardyston Township School District shall upon returning to the system receive full credit on the salary schedule for military experience or alternative civilian service required by the Selective Service System. Such teachers who have not been engaged in other teaching or the other activities indicated above shall upon returning to the system be restored to the next position on the salary schedule above that at which they left.
- C. Previously accumulated unused sick-leave days will be restored to all teachers returning from required military service.
- D. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30th.
- E. Teachers' appearance and conduct will be of a business like nature and reflect professional decorum.

SALARIES

- A. The salaries of all teachers covered by this agreement are set forth in the Teachers Salary Guide which is attached hereto and made a part hereof.
- B. 1. Escrow funds to be placed in an interest bearing account (eg. Trico) which will notify depositor of interest earned.
2. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
3. Employees who wish to create any new payroll deductions must notify the Board Secretary by August 15th of the new school year. Any existing deduction, with the exception of Association membership dues, may be initiated or terminated upon a thirty (30) day notice to the Board Secretary.
- C. Any teacher employed for 100 or more contractual working days in any school year will be granted one full years credit towards the next contractual year of employment. The contractual year shall include holidays and vacation.

ARTICLE XI  
TEACHER ASSIGNMENT

A. 1. All teachers shall be given written notice of their class and/or subject assignments, and room assignments for the forthcoming year not later than July 30th.

2. In the event that changes in such schedules, class and/or subject assignments, or room assignments are proposed after July 30th, the Association and any teacher affected shall be notified promptly in writing and, upon the request of the teacher and the Association, the changes shall be promptly reviewed between the administrator and the teacher affected and at his option a representative of the Association. In the event of any disagreement as to the need and desirability of such changes, the Board reserves the right to make the final decision.

B. Teachers who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at a rate per mile to be established by the Board. (minimum \$.20 per mile)



VOLUNTARY TRANSFER AND REASSIGNMENTS

A. 1. No later than March 15th of each school year, the Administrator shall make available to the Association a list of the known vacancies within the system which shall occur during the following school year.

2. Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Administrator not later than April 1st. Such statement shall include the grade and/or subject to which the teacher desires to be assigned.

B. In the determination of requests for voluntary re-assignment and/or transfer, the wishes of the individual teacher will be honored to the extent that the transfer does not conflict with the instructional requirements and best interest of the school system. If a teacher's request for a transfer has been denied, a renewal or subsequent request made the following year will be considered under the conditions described above. If more than one equally qualified teacher has applied for the same position, the determination as to which teacher will receive the position shall be made by the Superintendent.

## ARTICLE XIII

INVOLUNTARY TRANSFER AND REASSIGNMENTS

- A. An involuntary transfer or reassignment will be made when the action is necessary for the smooth operation of the school system, during an emergency situation, or to improve the teaching qualities of an individual. The teacher involved shall be notified of the transfer or reassignment "as soon as possible", and shall be afforded an opportunity to meet with the Superintendent to discuss the change.

## ARTICLE XIV

PROMOTIONS

- A. Existing teaching staff shall be given consideration for vacancies or newly created positions. Such positions will be adequately publicized by the Board.
- B. All qualified teachers shall be given adequate opportunity to make applications for such positions. All applications must be received within 15 days of initial posting of the position.
- C. Any teacher who notifies the Board of Education in writing before the close of school of their interest in a vacancy or newly created position, shall be contacted should such a vacancy occur prior to July 30th.

TEACHER EVALUATION

A. 1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.

2. Teachers shall be given a copy of his or her evaluation prepared by his/her evaluator prior to any conference to discuss it. No evaluation report will be placed in the teachers file without a proper conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

B. 1. At least once every three (3) years, a teacher shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Administrator and the Board and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have

the right to submit a written answer to such material and his answer shall be reviewed by the administrator and attached to the file copy.

2. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file.

- C. Any complaints regarding a teacher made to any member of the administration by any parent, student or other person which are used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association at any meeting or conferences regarding such complaint.
- D. The Administration shall have had appropriate communication with any teacher regarding his/her performance which might have been negative prior to including it in his/her evaluation report.
- E. Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with the procedure set forth in this Article.

## ARTICLE XVI

TEACHER FACILITIES

A. At the beginning of the school year, the school shall have the following facilities:

1. Space in which teachers may store instructional materials and supplies.

2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.

3. In addition to the aforementioned teacher work area, an appropriately furnished room shall be reserved for the use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

4. A serviceable desk and chair for the exclusive use of each teacher.

5. A communication system so that teachers can communicate with the main building office from their classrooms.

6. Well lighted and clean teacher rest rooms, separate for each sex and separate from the student's rest rooms.

7. A separate, private dining area for the use of the teachers - that is a teacher's lounge.

8. Free and adequate off-street parking facilities, properly maintained.

9. Suitable closet space for each teacher to store coats, overshoes and personal articles.

10. Copies, exclusively for each teacher's use of all texts used in each of the courses they are to teach.

11. Adequate chalkboard space in every classroom.

12. A dictionary in every classroom.

13. Adequate books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibility. Adequate shall mean sufficient for pupil and teacher population.

14. A phone will be installed in the Teacher's room.

B. The provisions of this Article are only grievable to Level 1, of the grievance procedure as defined in this agreement, however, the Superintendent will advise the Board of any grievance received under this Article via his monthly report to the Board.

TEACHER-ADMINISTRATION LIAISON

- A. All school publicity will be controlled through the approval of the Board. Teachers are not to issue or release publicity of any kind unless they have the approval of the Board.
- B. Copies of Board policy shall be made available to members of the staff and placed in the appropriate place for review.



## ARTICLE XVIII

SICK LEAVE

- A. All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. 1. A physician's certificate, must be presented to the Superintendent upon a teacher's return to school after being out on sick leave for five or more consecutive school days.
2. The Superintendent may request a physician's certificate when a teacher is out in excess of ten (10) days on sick leave in any given school year.
3. The Board agrees to pay for unused sick days upon retirement from teaching pursuant to NJSA 18A:66-1 et seq. while a teacher in the Hardyston School system. The following provisions shall be adhered to:
- a - Board agrees to pay for unused sick days at substitute teacher rate at a time of retirement, the amount not to exceed \$5,000.
  - b - death benefits will be paid to beneficiaries, if teacher qualifies for retirement under State statute or will be paid to beneficiaries if a teacher is in the employ of the Board at the time of her/his death.

- c - The Board of Education shall be notified, in writing, by the teacher of his plans to retire no later than November 1st of the school year prior to the teacher's retirement.
- d - Any teacher retiring without the above required notification shall receive the appropriate compensation at the beginning of the next fiscal year.

## ARTICLE XIX

TEMPORARY LEAVES OF ABSENCE

A. Teachers shall be entitled to temporary non-accumulative leaves of absence with full pay each school year. Teachers shall apply to the Superintendent two (2) days in advance for approval and state the reason for the request, except for item (c), (d) and (e) or any emergency situation. No more than two (2) consecutive personal days will be granted at any one time. Since the application requires approval by the Superintendent, it is incumbent upon the requestor to make known sufficient details of the need for the "necessary personal days" except in those rare circumstances where the nature of the details is such that privacy must be maintained. In the latter case, a written statement that the business is personal should be submitted to the Superintendent. A request of this nature may not be denied by the Superintendent. In order to avoid disruption of the educational process no more than three (3) "personal" personal days may be approved by the Superintendent for any one given day. These requests will be considered on a first-come, first-served basis.

1. Leaves of absence shall be granted for the following reasons subject to the schedule indicated below:

- a. 3 personal days--for personal, legal, business, household or family matters
- b. 2 professional days--with Superintendent's approval

## Temporary leaves of absence

- c. 5 days for death within an employee's immediate family (spouse, child, mother, father)
- d. 2 days for death of other family member (mother-in-law, father-in-law, grandparents)
- e. 3 days illness in immediate family

2. Time necessary for appearance in any legal proceedings connected with teacher's employment or with the school system or in any legal proceeding if the teacher is required by law to attend.

3. Time necessary for persons called into temporary active duty or any unit of the U.S. Reserves of the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. No loss of pay as per law.

B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher is entitled.

## ARTICLE XX

## EXTENDED LEAVES OF ABSENCE

A. At the Board's discretion one (1) teacher designated by the Association may, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

B. Military leave without pay shall be granted to any teacher who is inducted in any branch of the armed forces of the United States for the period of said induction.

Leave may be granted to the teacher whose spouse is so inducted to join him for the period of special training in preparation for duty overseas in combat zones. For the purpose of this agreement inducted shall mean "called into military service by any branch of the armed forces of the United States".

C. The Board shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations. Maternity leave may be up to two (2) years.

1. The Board may remove any pregnant teacher from her teaching duties if her teaching performance substantially declines during the period of pregnancy.

2. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if

a - the pregnant teacher fails to produce a physician's certificate that she is medically able to continue teaching

b - the Board's physician concludes she is unable to continue teaching

c - if there is a discrepancy between the decision of the school's physician and the teacher's physician, a third medical opinion may be obtained, cost to be born equally

3. Any other "just cause" as defined in NJSA Title 18A

D. Any tenured or non-tenured teacher seeking disability due to pregnancy shall be entitled to those days specified by law and shall apply to the Board at least 60 days prior to the beginning of the leave and specify the date the leave will commence. At the time of the application the teacher shall also specify in writing the date on which she wishes to return to work. Teachers on maternity leave shall be expected to return to work at the beginning of a new school year or at a time agreed to by the Board of Education. The Board may require any teacher to produce a certificate from a physician in support of the requested leave date. The Board may change the requested date upon determining that the granting of a leave for the dates stipulated and medically confirmed would interfere with the educational continuity of the school.

E. Maternity leaves may be extended or reduced upon application in writing by the teacher to the Board. The application shall contain the reason for the extension or reduction of the leave. The granting of such extensions or reductions shall be

### Extended Leaves of Absence

at the discretion of the Board. The Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the educational continuity of the school. The Board may require any teacher to produce a physician's certificate in support of the change.

- F. Upon return from a maternity leave of absence, the teacher shall be reinstated in her same position or a position for which she is certified.
- G. The Board is under no obligation to continue the employment of a non-tenure employee beyond the contracted period. The maternity leave period shall not be counted for tenure purposes.
- H. Advancement on the salary guide shall be in accordance with Article X Section C of this agreement.
- I. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of an employee's immediate family. Other leaves of absence without pay may be granted by the Board for good reasons, and shall be at the sole discretion of the Board.
- J. In accordance with the agreement, any employee adopting a child may receive similar leave which shall commence upon his/her receiving defacto custody of the child, or earlier if necessary to fulfill the requirements of adoption.
- K. In accordance with the agreement, a paternity leave without pay of up to one (1) year may be granted by the Board to any employee upon written request accompanied by the Superintendent's recommendation.

An employee intending to request a paternity leave without pay shall:

- a - apply for a leave within 90 days before expected date of birth, and state the commencement date of such leave, and the expected date of return

- b - upon return to duty the employee shall be guaranteed a position in accordance with the Agreement, Article 20, Section F
- c - for continuity, the Board may elect to permit the employee to return only at the commencement of the school year or at a mutually agreed upon date
- d - no teacher shall, on the basis of such leave, be denied the opportunity to substitute, coach or be an advisor for a school activity in the area of his certification or competence

L. Upon return from leave granted pursuant to Sections A & B of this article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Sections C, D & I of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. All benefits as defined in Schedule C of this agreement to which a teacher is entitled shall terminate at the time his/her leave of absence commences, including unused accumulated sick leave and credit toward sabbatical eligibility. A person on leave may choose to continue benefits at his/her own expense. All benefits shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position, if available, or if not, to an equivalent position, if available.

M. All extension or renewals of leaves shall be applied for in writing 60 days in advance (if possible) and granted or denied in writing.



## ARTICLE XXI

SABBATICAL LEAVES

A. A sabbatical leave may be granted to a teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions:

1. If there are sufficient qualified applicants sabbatical leaves shall be granted to a maximum of two teachers during any contracted school year.

2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than January 1, and action must be taken on all such requests no later than April 1, of the school year preceding the school year for which the sabbatical leave is requested.

3. The teacher has completed at least seven (7) full school years of service in the Hardyston Township School District.

4. A teacher on sabbatical leave (either for one-half (1/2) of a school year or for a full school year) may be paid by the Board. If the Board approves pay it may be at full pay for 1/2 year sabbatical and 1/2 pay for full year sabbatical. The teacher upon his acceptance guarantees in writing that he/she will serve in the school system for two consecutive years. A teacher who chooses not to return to the school system for the full two years shall reimburse the Board for all sabbatical salaries paid.

5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of the absence.

6. In the event that two (2) or more equally qualified candidates apply for sabbatical leave at the same time, remuneration may be negotiated with such candidate at that time, not subject to or exceeding the provisions under item #4 of this article.

## PROTECTION OF TEACHERS

STUDENTS AND PROPERTY

- A. Whenever any action is brought against a teacher by a party or parties other than the Board of Education before the Board, or before the Commissioner of Education of the State of New Jersey, which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his defense if the action is dismissed or results in a decision in favor of the teacher.
- B. 1. The Board shall give full legal support for an assault upon a teacher while acting in discharge of his or her duties.
2. When absence arises out of or from such assault or injury resulting from this assault, the teacher shall not forfeit sick leave.
- C. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their administrator who shall comply with any reasonable request from the teacher for information in the possession of the administrator relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- D. If criminal or civil proceedings are brought against a teacher alleging that he committed an assault in connection with his employment, such teacher may request the Board to furnish legal counsel to defend him in such proceedings. If

the Board does not provide such counsel and the teacher, if found innocent in the proceedings, then the Board shall reimburse the teacher for counsel fees incurred by him in his own defense if not otherwise compensated through the courts.

## ARTICLE XXIII

MAINTENANCE OF CLASSROOM CONTROL & DISCIPLINE

- A. Staff referring pupil (pupils) to the Principal or higher authority for disciplinary action and/or to assist in rehabilitation or providing incentives are to be supported with the understanding that the final determination will be at the discretion of the administration, in accordance with school policy and the administrative directive attached to that policy.

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is not a concern of the Board of Education, except as it may relate to sound educational practices, or as it may directly or indirectly prevent a teacher from performing his or her assignment properly.
- B. Teachers shall be entitled to full rights of citizenship and guaranteed all rights of employment as stated in State or Federal Law.
- C. The Board and the Association agrees that academic freedom is essential to the fulfillment of the purposes of the Hardyston Township School District and they acknowledge the fundamental need to protect teachers from censorship or restraint which might interfere with their obligations to perform their teaching functions.
1. In performing their teaching functions, teachers may express their personal opinion on matters relevant to course content, provided, however, that when they do so, they shall make every effort to indicate they are speaking personally and not on behalf of the Administrator or the Board.

BOOKS AND OTHER INSTRUCTIONAL  
MATERIALS AND SUPPLIES

The Hardyston Township Board of Education, recognizing the need for continually assessing and maintaining curriculum and textbooks, does hereby establish as an Advisory Committee to the Board's Curriculum Committee which will operate under a charter. The charter will define the objectives of the committee and establish the membership requirements. The membership of this committee will be equally represented by the Board (or their delegates) and the Teachers Association. It is understood that operating under the charter that the membership of the committee will be responsible for establishing the procedural operation of the Committee. The committee periodically will report, advise, and recommend to the Curriculum Committee of the Board actions it feels may be necessary to accomplish the educational objectives. The Advisory Committee shall meet with the Superintendent and discuss all curriculum and textbooks needed prior to their presentation to the Board's Curriculum Committee.

## ARTICLE XXVI

DEDUCTIONS FROM SALARY

A. The Board agrees to deduct from employees salaries money for APD, Washington National, Series E. Bonds, premium payment for prescription plan, and a 10% of the gross salary plan as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the proper associations. Any teacher may have such deduction discontinued at any time which does not conflict with the State Statutes upon a 30 days notice to the Board Secretary in writing, with the exception of Association membership dues which may only be discontinued in January and June.



MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore and hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling, recognizing that a standard contract form is utilized.
- C. The Board and Association guarantee all employees equal employment opportunity regardless of race, color or creed, religion, sex, ancestry, national origin, social or economic status. The Board and Association shall be in compliance with all rules and regulations of the Affirmative Action Law.
- D. Copies of this Agreement shall be printed at the mutual expense of the Association and Board as soon as possible after the agreement is signed and presented to all the teachers.

- E. Any Board of Education member may have the privilege of visiting classrooms.
- F. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing to the President of the Board or to the President of the Association.
- G. The salary guide annexed hereto and made part hereof shall be effective for the duration of this agreement. At the expiration of this agreement, employees shall be compensated in accordance with their rate at the expiration until a new salary program is established pursuant to applicable law.
- H. The Board recognizes the need for workshops for the teaching staff. These workshops will be offered and conducted so as to benefit the staff and not to disrupt the educational process. The content of each workshop will be decided upon by the Superintendent in consultation with the Association. Workshops will be conducted during normal working hours during the normal work year. Attendance by all teachers will be mandatory.

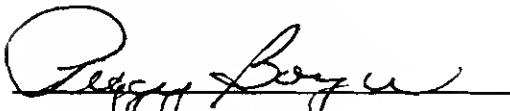
## ARTICLE XXVIII

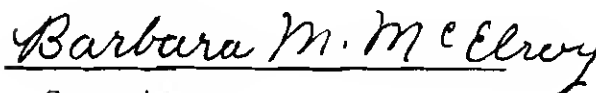
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1987 to June 30, 1989 and shall continue in effect until June 30th, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

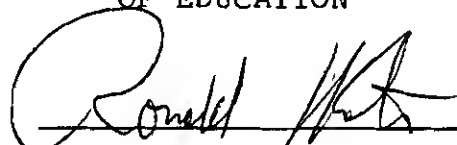
B. In witness thereof the Association has caused this Agreement 1987-89 (except as otherwise expressly stated herein) negotiated agreement between the Hardyston Twp. Board of Education and Hardyston Twp. Education Association having been ratified by both parties is hereby signed and attested to by the President and Secretary of each organization.

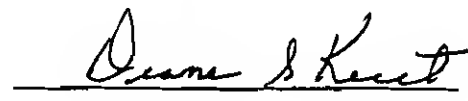
HARDYSTON TWP. EDUCATION  
ASSOCIATION

  
President

  
Secretary

HARDYSTON TWP. BOARD  
OF EDUCATION

  
President

  
Secretary

## ARTICLE XXIX

NON-PROFESSIONAL EMPLOYER PROVISIONS

- A. This article refers to those employees listed in Article 1, Section A, but excluded from Section B of Article 1 which may not be termed "teacher".
- B. The following Articles of this Agreement are accepted in total for the Non-Professional employees in the negotiating unit.
- |                   |                          |
|-------------------|--------------------------|
| 1. Article III    | Grievance Procedure      |
| 2. Article XXVI   | Deduction from salary    |
| 3. Article XXVII  | Miscellaneous Provisions |
| 4. Article XXVIII | Duration of Agreement    |
| 5. Article XIX    | Temporary Leaves         |
- C. Working hours and conditions. It is understood that working hours and conditions are established by the Board of Education but are subject to the grievance procedure set forth in this Agreement.
- D. Non-Professional employees who incur personal expenditures in fulfilling their responsibilities shall be reimbursed by the Board.
- E. All sick and personal days for non-professional employees shall be set forth on their respective salary guides which hereafter become a part of this agreement.

ARTICLE XXX

Required Evening Activities

Open House

Christmas Program (only those teachers actively involved)

Scheduled Parent-Teacher Conferences (2)

Spring Concert (only those teachers actively involved)

Graduation (only those teachers actively involved)

One dance or equivalent social function by each teacher

## ARTICLE XXXI

### Fringe Benefits

#### A. Hospitalization and Dental Plan

- 1 - New Jersey Public and School Employees Health Benefits Plan. The Board will pay on behalf of the staff 100% of the premium for this plan.
- 2 - Dental Benefits Plan - Connecticut General Benefits Program - the Board will pay on behalf of the staff 100% of the premium for this plan.
- 3 - Prescription plan, the premiums of which are to be paid entirely by the staff.
- 4 - Health benefits extended to part time staff members.
- 5 - Board agrees to keep retirees on roll with the group plan, with them picking up the premium.

#### B. Tuition payment will be reimbursed at an actual per credit cost not to exceed \$70.00 per credit with a maximum reimbursement per employee of twelve (12) credits per year. Staff personnel requesting course reimbursement shall submit the request to a committee consisting of a Board member, the Superintendent and two teachers appointed by the HTEA. First and second choices may be submitted for approval as follows:

Fall course request by	September 1st
Spring "	" " January 1st
Summer "	" " June 1st

All requests will be acted upon within 30 days with the staff personnel notified of the committee's decision in writing.

#### C. Board agrees to following:

As to adjustment anticipated to be effective at the opening of the school year in September, notification, in writing, must be received by the Superintendent no later than January 15th of the preceeding year.

(See Example 1)

ARTICLE XXXI

## Schedule C - continued

As to adjustments during the school year the Board agrees to adjust on a pro-rated basis on the first full day period following successful completion of courses (See Example 2) However, these adjustments will not be made until the Board Secretary has received the final grade report or proof of successful completion of courses and credits earned.

## Example:

1. A teacher taking courses who expects to reach a new column on the guide effective in September, must notify the Superintendent by January 15th of the previous year for proper placement in September.
2. A teacher taking courses who expects to reach a new column on the guide during the school year, must notify the Superintendent by January 15th of the previous year for proper placement.

ARTICLE XXXII  
Length of School Day and Year

- A. Teachers Arrive 8:15 a.m.
- B. Teachers Depart See Article V paragraph A-3
- C. The in-school work year of teachers employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days. The in-school work year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance is required.



# ARTICLE XXXIIIA

## Teacher's Salary Guide 1987/88

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>
1 -	\$19,000.	\$19,520.	\$20,040.	\$21,080.	\$21,600.	\$22,120.	\$22,640.
2 -	19,700.	20,220.	20,740.	21,780.	22,300.	22,820.	23,340.
3 -	20,400.	20,920.	21,440.	22,480.	23,000.	23,520.	24,040.
4 -	21,100.	21,620.	22,140.	23,180.	23,700.	24,220.	24,740.
5 -	21,800.	22,320.	22,840.	23,880.	24,400.	24,920.	25,440.
6 -	22,500.	23,020.	23,540.	24,580.	25,100.	25,620.	26,140.
7 -	23,200.	23,720.	24,240.	25,280.	25,800.	26,320.	26,840.
8 -	23,900.	24,420.	24,940.	25,980.	26,500.	27,020.	27,540.
9 -	24,600.	25,120.	25,640.	26,680.	27,200.	27,720.	28,240.
10 -	25,300.	25,820.	26,340.	27,380.	27,900.	28,420.	28,940.
11 -	26,000.	26,520.	27,040.	28,080.	28,600.	29,120.	29,640.
12 -	26,700.	27,220.	27,740.	28,780.	29,300.	29,820.	30,340.
13 -	27,450.	27,970.	28,490.	29,530.	30,050.	30,570.	31,090.
14 -	28,200.	28,720.	29,240.	30,280.	30,800.	31,320.	31,840.
15 -	29,000.	29,520.	30,040.	31,080.	31,600.	32,120.	32,640.

Teacher's longevity guide: See Article XXXIV

Fringe Benefits: See Article XXXI

# ARTICLE XXXIIIB

## Teacher's Salary Guide 1988/89

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>
1 -	\$21,000.	\$21,520.	\$22,040.	\$23,080.	\$23,600.	\$24,120.	\$24,640.
2 -	21,700.	22,220.	22,740.	23,780.	24,300.	24,820.	25,340.
3 -	22,400.	22,920.	23,440.	24,480.	25,000.	25,520.	26,040.
4 -	23,100.	23,620.	24,140.	25,180.	25,700.	26,220.	26,740.
5 -	23,800.	24,320.	24,840.	25,880.	26,400.	26,920.	27,440.
6 -	24,500.	25,020.	25,540.	26,580.	27,100.	27,620.	28,140.
7 -	25,200.	25,720.	26,240.	27,280.	27,800.	28,320.	28,840.
8 -	25,900.	26,420.	26,940.	27,980.	28,500.	29,020.	29,540.
9 -	26,600.	27,120.	27,640.	28,680.	29,200.	29,720.	30,240.
10 -	27,300.	27,820.	28,340.	29,380.	29,900.	30,420.	30,940.
11 -	28,000.	28,520.	29,040.	30,080.	30,600.	31,120.	31,640.
12 -	28,700.	29,220.	29,740.	30,780.	31,300.	31,820.	32,340.
13 -	29,450.	29,970.	30,490.	31,530.	32,050.	32,570.	33,090.
14 -	30,200.	30,720.	31,240.	32,280.	32,800.	33,320.	33,840.
15 -	31,000.	31,520.	32,040.	33,080.	33,600.	34,120.	34,640.

Teacher's longevity guide: See Article XXXIV

Fringe Benefits: See Article XXXI

ARTICLE XXXIV  
LONGEVITY CLAUSE

BA and BA+15	-	\$400./level
BA+30 and MA	-	\$500./level
MA+10 and MA+20	-	\$600./level
MA+30	-	\$700./level

a - Each level to be 3 years in duration beginning one year after reaching the final step of the teachers' guide.

b - To be capped at 4 steps (12 years)

ARTICLE XXXV

Secretaries 12 Month Salary Guide

A -	<u>87/88</u>	<u>88/89</u>
1 -	\$11,900.	\$12,285.
2 -	12,300.	12,715.
3 -	12,700.	13,145.
4 -	13,100.	13,575.
5 -	13,500.	14,005.
6 -	13,900.	14,435.
7 -	14,300.	14,865.
8 -	14,700.	15,295.
9 -	15,100.	15,725.
10 -	15,500.	16,155.
11 -	15,900.	16,585.
12 -	16,300.	17,015.
13 -	16,700.	17,445.
14 -	17,100.	17,875.
15 -	17,500.	18,305.

B - Secretary/Aide Guide 87/88 - 10 months

1 -	8,000.	8,500.
2 -	8,500.	9,000.
3 -	9,000.	9,500.
4 -	9,500.	10,000.
5 -	10,000.	10,500.

C - Benefits and working conditions - See Article XXXVI

## ARTICLE XXXVI

### Benefits and Working Conditions

- 1.- Twelve sick days - accumulative
  - 2.- Personal days - see Article XIX.
  - 3 - Twelve month secretaries will work during school recess. Time to be shared, but not to exceed  $7\frac{1}{2}$  days for each secretary per year. Hours during recess at the discretion of the Superintendent.
  - 4 - Holidays - Thanksgiving Day and Friday after Thanksgiving, Christmas Day, New Years Day, Washington's Birthday, Good Friday, Memorial Day, July Fourth, Labor Day, Christmas and New Years Eve Day - Monday through Friday. (If day falls on a weekend no time will be given).
  - 5 - Vacation - Any secretary employed after July 1, 1981 shall have vacation as follows:

1-5 years	- 10 vacation days
6-10 years	- 15 vacation days
- After 10 years one (1) additional day per year up to a maximum total vacation of 20 days per year.
- Vacation days not to be accumulative and must be scheduled with the Superintendent.
- 6 - Secretaries to work until 3:00 p.m. on days when conferences are scheduled. On half days prior to vacation, secretaries will be released  $\frac{1}{2}$  hour after teachers are dismissed. On days designated as in-service days, secretaries are to be released at 3:00 p.m.
  - 7 - Work day: Hours not to exceed  $7\frac{1}{2}$  hours per day inclusive of a 45 minute lunch with one secretary working until 4:00 p.m. Coverage to be arranged by the other two secretaries if that person assigned to work to 4:00 p.m. is absent.
  - 8 - Fringe benefits - see schedule C - Paragraph A.
  - 9 -  $\frac{1}{3}$  sick days reimbursed upon retirement (see restrictions under XVIII 3) at the then current substitute rate, up to a maximum of 25 days.

ARTICLE XXXVII

Custodian's salary guide

A -	<u>87/88</u>	<u>88/89</u>
1 -	\$12,350.	\$12,700.
2 -	12,880.	13,250.
3 -	13,410.	13,800.
4 -	13,940.	14,350.
5 -	14,470.	14,900.
6 -	15,000.	15,450.
7 -	15,530.	16,000.
8 -	16,060.	16,550.
9 -	16,590.	17,100. ✓
10 -	17,120.	17,650.
11 -	17,650.	18,200.
12 -	18,180.	18,750.
13 -	18,710.	19,300.
14 -	19,240.	19,850.
15 -	19,770.	20,400.

530

B - Benefits and working conditions - See Article XXXVIII

## ARTICLE XXXVIII

### Benefits and Working Conditions

- 1 - Guide based upon a 40 hour week, 12 month work year.
- 2 - Vacation as follows:

1-5 years service	- 10 days
6-10 years service	- 15 days

After 10 years, one additional day per year, up to a maximum total of 20 days per year. Vacation days not to be accumulated and must be scheduled with the Superintendent.
- 3 - 12 sick days accumulated.
- 4 - Personal days - See Article XIX.
- 5 - Holidays - Thanksgiving, Christmas, New Years, Washington's Birthday, Good Friday, Memorial Day, July Fourth, Labor Day, Friday of Teacher's Convention and 2 days at Superintendent's discretion.
- 6 - Fringe Benefits -
  - a - See Schedule C
  - b - Board will provide three sets of uniforms per year. Uniform will consist of shirt and pants
  - c - Board will provide one pair of shoes per year
  - d - Board will provide one jacket
  - e - Board will provide one light, waterproof windbreaker
  - f - one waterproof hat
- 7 - Maintenance head - salary based upon same percentage as custodial guide.
- 8 - Custodial helper to be paid step on guide, less \$325.00
- 9 - Sick days - 1/3 sick days reimbursed upon retirement, (see restrictions under Article XVIII 3) at the then current substitute rate, up to a maximum of 25 days.

ARTICLE XXXIX-A

1987/88 Extra-Curricular compensation

Activity	1	2	3	4	5
Wrestling					
Head	\$900.	\$1,000.	\$1,200.	\$1,400.	\$1,700.
Assistant	800.	900.	1,100.	1,300.	1,500.
Basketball					
Head	800.	900.	1,100.	1,300.	1,500.
Assistant	700.	800.	1,000.	1,200.	1,300.
Cheerleading					
Head	700.	800.	1,000.	1,200.	1,400.
Assistant	600.	700.	900.	1,000.	1,200.
Gymnastics					
Head	800.	900.	1,100.	1,300.	1,500.
Assistant	700.	800.	1,000.	1,100.	1,300.
Soccer					
Head	700.	800.	1,000.	1,100.	1,400.
Assistant	600.	700.	900.	1,000.	1,200.
Hockey					
Head	700.	800.	1,000.	1,100.	1,400.
Assistant	600.	700.	900.	1,000.	1,200.
Track	700.	800.	1,000.	1,200.	1,400.
A/V	600.	700.	900.	1,100.	1,400.
Yearbook	500.	600.	800.	900.	1,200.
Student council	600.	700.	900.	1,000.	1,400.



## ARTICLE XXXIX-B

## 1988/89 Extra-Curricular Compensation

Activity	1	2	3	4	5	6
Wrestling						
Head	\$900.	\$1,000.	\$1,200.	\$1,400.	\$1,700.	\$1,800.
Assistant	800.	900.	1,100.	1,300.	1,500.	1,600.
Basketball						
Head	800.	900.	1,100.	1,300.	1,500.	1,600.
Assistant	700.	800.	1,000.	1,200.	1,300.	1,400.
Cheerleading						
Head	700.	800.	1,000.	1,200.	1,400.	1,500.
Assistant	600.	700.	900.	1,000.	1,200.	1,300.
Gymnastics						
Head	800.	900.	1,100.	1,300.	1,500.	1,600.
Assistant	700.	800.	1,000.	1,100.	1,300.	1,400.
Soccer						
Head	700.	800.	1,000.	1,100.	1,400.	1,500.
Assistant	600.	700.	900.	1,000.	1,200.	1,300.
Hockey						
Head	700.	800.	1,000.	1,100.	1,400.	1,500.
Assistant	600.	700.	900.	1,000.	1,200.	1,300.
Track	700.	800.	1,000.	1,200.	1,400.	1,500.
A/V	600.	700.	900.	1,100.	1,400.	1,500.
Yearbook	500.	600.	800.	900.	1,200.	1,300.
Student council	600.	700.	900.	1,100.	1,400.	1,500.